

EARNED CREDIT CLASS REPORT

Facility: _____

Unit: _____

Date: _____

NAME: _____ DOC # _____

JOB PERFORMANCE AND ATTENDANCE

1. List evaluation rating for last four (4) months.

<u>MONTH</u>	<u>RATING</u>	<u>JOB ASSIGNMENT</u>
_____	_____	_____
_____	_____	_____

2. COMMENTS: _____

MISCONDUCT RECORD

<u>DATE</u>	<u>OFFENSE/CODE/CLASS</u>
_____	_____
_____	_____
_____	_____

2. COMMENTS: _____

PROGRAM PARTICIPATION

- Needs per Consolidated Program Status Card: _____
- Currently participating in a program? ___ If yes, what program? _____
- On a waiting list for a program? ___ When will program be available? _____
- No need identified or program unavailable? _____
- Comments: _____

ATTITUDE/RELATIONSHIPS

- Does offender get along with staff? _____ Other offenders? _____
- Does offender have a good attitude toward staff? _____ Other offenders? _____ Visitors? _____
- Have there been complaints about the offender from staff? _____ Other offenders? _____ Visitors? _____
- Are there separatees filed against and/or by offender? _____ How many? _____
- Comments: _____

PERSONAL AND LIVING AREA APPEARANCE

- Does offender maintain good personal hygiene? _____
- Does offender keep living area clean? _____ Orderly? _____
- Does offender take care of personal possessions? _____
- Comments: _____

EARNED CREDIT CLASS DESIGNATION

Offender Assigned to Level _____ Effective Date _____

Initial Review _____ Promotion _____ Demotion _____ No Change _____

Offender Signature: _____ Chairperson: _____

Committee: _____

Distribution: Original - Review by Records Officer then filed in Field Record
Copy - Offender Copy